

## How to Apply for an LSTA Grant

- Attend *the LSTA Program & Grant Writing Workshop*, if you never have
- Consult with the LSTA Grants Coordinator about your project ideas
- Carefully review the LSTA Grants Handbook
- Determine the grant category
- Determine the grant funding category
- Determine your library's eligibility
- Review the principles of outcome-based evaluation
- Design your project with one or two outcomes
- Comply with the General Requirements for All Competitive Grants
- Comply with Special Requirements for Technology Grants, if applicable to your project
- Comply with Special Requirements for Networked Information Grants for Digitization grants, if applicable to your project
- Locate on the State Library website and save to Word the "Intent-to-apply form"
- Complete & submit one "Intent-to-apply form" by fax or email by the required date to the Grants Coordinator at the State Library
- Locate on the State Library website and save to Word the Application form
- Complete & mail or hand deliver the appropriate number of copies of the Application by the required date.
- Email one copy of the Application to the Grants Coordinator

- Include the following with your Application copies if appropriate: one Application Checklist, one current three-year technology plan, a collection development list of representative titles, vendor quotes for equipment, hardware or software, contracted services, letters of support.
- Be prepared to present a Regular (or Major) Grant proposal before the LSTA Advisory Council at the Grant Review Session (held at the State Library)